

## **FLEET ANALYST**

## **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of responsible, professional level managerial support, administrative and technical duties for the Fleet Services Division of Public Works, including individual research and analysis of the division's policies and practices.

## **Supervision Received and Exercised:**

Receives direction from the Fleet Manager.

Exercises technical and functional supervision over mechanical and administrative staff. May exercise direct supervision over division staff.

## **Essential Functions:**

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of division goals and objectives and implement policies and procedures; evaluate division operations and activities; recommend and implement improvements and modifications.
- Develop, write, update, and verify new or existing vehicle and vendor bid specifications; research cost effective products and services and prepare and recommend contracts with appropriate vendors.
- Compile data and perform research involved in preparing the vehicle replacement schedule; establish schedules and methods for vehicle and equipment replacement; assist with the preparation of the vehicle replacement budget.
- Prepare various reports on operations and maintenance activities within the division for use as required.
- Act as systems administrator for the division's maintenance information system software, overseeing system maintenance, upgrades, user training and workflow.
- Assist in the preparation of the division operating budget, compile statistical data and prepare reports as required.

CITY OF TEMPE

Fleet Analyst (continued)

Communicate and act as a liaison with city departments, other municipalities and

service providers; investigate and resolve customer complaints.

Assist in oversight of the division's environmental programs, issues and

compliance.

Support and participate in mentoring and coaching of employees and oversee

establishment and tracking of required and elective training opportunities for all

division staff.

Participate in the maintenance and compliance process related to City owned

and off-site fueling facilities.

May assume Fleet Manager's duties in his/her absence; perform related duties

as assigned.

**Minimum Qualifications:** 

**Experience:** 

Five years of increasingly responsible experience in automotive and equipment

maintenance. One year of lead or supervisory responsibility and experience with fleet

maintenance software and computer systems preferred.

**Education:** 

Equivalent to the completion of the twelfth grade supplemented by course work in

automobile and equipment mechanics, public or business administration or degree related to the core functions of this position. Completion of a recognized apprenticeship program

preferred.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

**Examples of Physical and/or Mental Activities:** 

(Pending)

**Competencies:** 

(Pending)

Job Code: 347

Status: Exempt / Classified